



**Policy Title:** COUNCIL TECHNOLOGY POLICY **Policy #** FIN 2020-03

**Section:** FINANCE

<b>Initially Approved:</b>	<u>New</u>
<b>Last Reviewed:</b>	<u>2020-05-11</u>
<b>Council Approval:</b>	<u></u>
<b>Next Review Scheduled:</b>	<u>2022-02</u>

**PURPOSE:**

The Village of Warfield conducts Council business utilizing electronic communication means (agendas, website access, email communications, cellular and text telephone communications, social media, etc.) As a result, individuals acting in a capacity of elected officials for the Village of Warfield are required to possess electronic devices that have capability to receive and respond to electronic communications and store such information as is required to conduct Council business.

Therefore, the Village of Warfield deems it advisable to adopt a policy to provide an allowance for Council Members to recognize the cost of technology required to conduct Council business.

**POLICY GOAL:**

The goal of this policy is to mitigate the personal cost of technology to an elected official serving the public, including but not limited to computer equipment (desktop, laptop, tablet or other device), smartphone, various software packages and internet access.

**SCOPE:**

This policy shall apply to Council Members of the Village of Warfield.

**REQUIREMENTS AND PROCEDURES:**

1. The Village of Warfield shall provide an allowance not exceeding the amount of one thousand two hundred dollars (\$1200.00) to each member of Council per calendar/fiscal year. Such allowance is to mitigate the cost of technology (hardware, software and service provision) incurred by elected officials conducting Council business.
2. The annual allowance may be in the form of an allowance payment directly to a Council Member (taxable benefit) or by way of reimbursement upon receipt of proof of purchase, or by presentation of a quotation for purchase.
3. Council Members shall ensure that they possess appropriate devices to access and conduct Council communications and business electronically.

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4. Council Members shall ensure that such devices in their possession used to conduct Council business have adequate security provisions to protect the intellectual property of the Village of Warfield and the confidentiality of personal information.
5. The Village of Warfield either as corporation or through staff action shall not be responsible under this policy to provide hardware or software support to any equipment or software purchased or acquired by a Council Member.
6. Should a Council Member cease to serve during the term of office, through resignation or other means, the amount of the technology allowance shall be recouped on a pro-rata basis; e.g. \$1200 divided by months (12) multiplied by the months remaining and unserved within the year. This recovery may be in the form of payment by the Council Member directly, or in the event such payment is not forthcoming, by deduction from any payment due to the Council Member at end of service.
7. Records Management  
By signature affixed to a copy of this policy statement:
  - a. Council Members shall acknowledge that communications carried out on any electronic device in the capacity of Council business are defined as a record and are available for access under the requirements and limitations of the *Freedom of Information and Protection of Privacy Act*, [RSBC 1996] c. 165 (FOIPPA).
  - b. Council Members shall acknowledge that the requirements and limitations of FOIPPA extend past the elected term of office of Council.

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Mayor

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Councillor

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Councillor

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Councillor

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Councillor

Related Policies, Bylaws or Legislation:

*Freedom of Information and Protection of Privacy Act*, [RSBC 1996] c. 165